

## Table of Contents

Team Registration and Payment .....	2
Navigating Your Team Profile on the FDI Moot Website.....	2
Team’s Index Page.....	2
Manage XXX Team .....	3
Team Profile.....	3
Team Members Globals or Regionals .....	3
Add an Orals Team Captain for the Globals Orals .....	4
Clarification Requests.....	4
Memorial and Skelton Brief Uploads .....	5
Sponsor Listing.....	7
Memorials .....	7
Orals.....	8
Seeding.....	8
Matches .....	8
Group Phase.....	8
Elimination Phase .....	9
Role of Claimant.....	9
Role of Respondent.....	9
Announcing the Winners.....	9
Advocates Scores .....	9

## Team Registration and Payment

### Navigating Your Team Profile on the FDI Moot Website

If your security level is 1, then you will see that not all of the three registration steps have been completed. You will receive a confirmation email once you have activated your registration as follows:

*From: admin@es7.siteground.eu*  
*Sent: Sunday, 01. January 2017 10:00*  
*To: youremail@address.com*  
*Subject: Team Registration Review*

*The following person has activated a team registration on [www.fdimoot.org/teams/](http://www.fdimoot.org/teams/):*

*Mr. Your Name, Your University*

Following receipt of this confirmation email, you can log in to your team profile and will have to confirm the registration in order for your team to be listed as an FDI Moot team for this year. This you can do with security level 1.

Following receipt of payment (ie, completing all three steps of the registration), your security level will be advanced to 2 and you will be able to manage your team on the website. Payment receipts will be forwarded upon request. You will see whether payment of your team's registration fee has been successful if a Team Alias has been assigned and your security level has been advanced. Then you have successfully completed the registration of your team on the FDI Moot Website.

**For security reasons, after 5 minutes of inactivity, your session will time-out and you must login again.**

### Team's Index Page

If you have completed all three steps, your index page of your team profile, after logging on will show you that:

- a) You have completed all three steps "✓"
- b) You are logged in with your email address, stating your Team's ID number (e.g.: *UserID 123*), the timestamp when the registration was confirmed (e.g.: *confirmed 2017-02-18 10:20:41*), your university name, team alias and for which competition you have registered (e.g.: *CILS University, School of Law=XXX, G*)
  - i) *CILS University School of Law* is your University that you have registered;
  - ii) *XXX* is the Team Alias that you have to use throughout the competition in the written and oral phases. You are not allowed to disclose your university.
  - iii) *G* is the registration for the Global Rounds; *A* for the Africa Regional, *S* for the South Asia Regional and *P* for the Asia Pacific Regional.

Furthermore your index page will give you a link to **“Manage XXX Team”** where you can update your team data, add, change and update team members, submit clarification requests, upload memorials (or skeleton briefs if you are registered for any of the Regionals).

Make sure that at least one member of your team knows the username and password to log into the team profile.

## Manage XXX Team

The top of the page will state as follows:

*Logged in as email@email.org (UserID 123 Security Level 2) Log Out  
Team Alias XXX*

*Please mind the deadlines (YYYY-MM-DD hh:mm:ss [UTC/GMT](#)) below. When your browser loaded this page, it was 2017-01-05 12:48:38 UTC.*

*For security reasons, after 5 minutes of inactivity, your session will time-out and you must login again.*

*Waiting until just before the deadline to submit (server [queues](#)) is at the team's own risk.*

## Team Profile

You can:

- a) **Change the email address** that is given as the team contact email, and also serves as the username for the Team Profile,
- b) **Change the password** (up to 10 characters),
- c) **Add the link** to your university, and
- d) Enter a **link to an image file of your university logo** (please make sure that the link is publicly accessible, it is not too long and it ends with one of the known image file extensions like .jpg, .png, .svg or other).

## Team Members Globals or Regionals

You will have to enter all your team members in your online profile by the stated deadlines.

Team members include:

- a) Student (advocates and non-advocates),
- b) Coaches (assistant coaches, actual coaches),
- c) Researchers and Admin assistants.

Enter as follows:

- a) First (given, baptized) name in the “First Name” field,
- b) Last or family name in the “Last Name” field
- c) Add email address of the team member

d) Enter S for Student, C for Coach or A for admin/researcher

e) State Y for “yes, attending the Orals” or N for “no, not attending the Orals”

First Name	Last Name	email	S/C	Y/N	Add
------------	-----------	-------	-----	-----	-----

Date of Birth, Country of Citizenship and Passport Numbers only need to be completed **if** your team member will need a visa!

**DO NOT CAPITALIZE YOUR WORDS. Capitalise starting letters only please!**

Team members not entered by the deadlines stated in the team profile (**2017-09-22 12:00:00 UTC/GMT** or **2017-10-01 12:00:00 UTC/GMT**) will not receive a certificate.

More importantly any advocate not entered correctly with S for student and Y for Oral participation will **not be scored** as his or her name will not appear in the score database.

Not disclosing coaches who participate in the Orals may entail severe consequences.

Teams participating in the Regionals must enter ALL team members on or before 1 August.

If you sign up more than 5 people for the Global Orals an extra fee per person (6<sup>th</sup> and beyond) may be due for covering additional catering and related costs (this may not apply to Regionals) to the Global Orals host of each year.

### **Add an Orals Team Captain for the Globals Orals**

As the person registering a team may not necessarily also travel to the Orals, we ask you to nominate an Orals Team Captain for your team.

Only Orals Team Captains will be permitted to sign in teams, attend the Q&A with arbitrators and make official submissions to organisers on behalf of the team (may not apply to Regionals).

If you have not selected an Orals Team Captain, the drop down box will show “select orals team captain”. Once you have submitted the name of your captain, his or her name will appear in the drop down box.

Make sure you have entered your Captain by **2017-10-31 12:00:00 UTC/GMT**.

### **Clarification Requests**

Teams may submit requests for clarification of the case, e.g. of factual ambiguities, if the States have ratified a particular convention, etc.

The case committee will be reluctant to respond to requests that ask for a legal conclusion.

- a) There are two (2) rounds of clarifications in [Round 1](#) June and [Round 2](#) in August (please observe the deadlines on the schedule) to be submitted via the online team profile;

- b) In each round, each team may submit up to five (5) requests;
- c) Each request may contain one (1) question only;
- d) Before adding a request, please check the [requests already submitted](#) by other teams to avoid duplicates (and conserve your 5 requests);
- e) Be sure to number each request using the dropdown menu 1-5;
- f) Be sure to select a category from the second drop down menu;
- g) Give your request a title;
- h) Read the placeholder instructions before you enter your request;
- i) hit “add” after entering each of your questions.

1 ▾

Applicable treaties, etc ▾

Title

One question per request; multiple questions will be treated as multiple requests, and if this results in a team exceeding its five question per round limit, the question will be ignored. Check to see if another team may have already asked the question you intend to ask. Avoid duplicate questions.

Optional explanation of why your question should be answered. Only the case committee will see this - NOT other teams

In order to edit a request you will have to delete it and then add the edited request anew.

Requests submitted by email will not be considered.

### Memorial and Skelton Brief Uploads

The text that you see in the memorial upload section is also true for skeleton brief uploads.

Before you attempt any upload, make sure you:

- a) Your university name does not appear anywhere and you instead list your *correct Team Alias* on the cover page,
- b) Your file is smaller than 1 MB, and
- c) It is a pdf document.

After the deadline the buttons for uploading briefs will disappear.

➔ Skeleton Briefs for Regionals:

**2017-07-31 08:00:00 UTC.**

Claimant (pdf only, max 1MB):  Keine Datei ausgewählt.

Respondent (pdf only, max 1MB):  Keine Datei ausgewählt.

Thus, after 8 am (UTC) on 31 July you will not be able to upload skeleton briefs.

→ Memorials for Globals:

## Claimant

2017-09-18 08:00:00 UTC/GMT

Claimant (pdf only, max 1MB):

Keine Datei ausgewählt.

## Respondent

2017-09-25 08:00:00 UTC/GMT

Respondent (pdf only, max 1MB):

Keine Datei ausgewählt.

After 18 September 8 am UTC you cannot upload claimant memorials and after 25 September 8 am UTC you cannot upload respondent memorials.

If your upload is successful you will get a message like this:

*CILS Timestamp: 1474467039 (2016-09-21 14:10:39 UTC)*

*Upload: InstantSSL Security Services2016-19.pdf*

*Type: application/pdf*

*Size: 320.521484375 Kb*

*Temp file: /usr/home/yorkhill/tmp/phpM61APj*

*Stored in: Respondent/CILS.pdf You can retain this as a receipt.*

**It is a receipt. It means we have your document!!**

Keep it (print as PDF from your browser).

You're good.

Don't worry!

Do **NOT** send us the receipt, we do not need it.

Do **NOT** email your memorial. We have it!

When you return to the team profile page, the upload button will still be there. Still, do not worry. We still have your file. As long as the deadline has not expired, the buttons will always be visible. As long as you have the timestamp receipt you do not have to re-upload.

Unless, you have good reasons to re-upload a new file, e.g. you made a serious mistake with the file originally uploaded and wish to replace it. Please remember that repeatedly uploading/overwriting your file **blocks the server for other teams**.

If you get:

---

## Service Unavailable

it means someone is in the upload [queue](#) ahead of you.

**We really mean** what we say about NOT waiting until the last minute.

Depending on the internet upload speed of the team uploading a file, each upload can take several minutes. And if you get stuck in a traffic jam because YOU decided to WAIT, it is not the server's fault if files cannot be submitted within the deadline.

If your upload does not succeed, you get a message like this:

*CILSInvalid file. If you are SURE you have tried to upload a PDF, it may be an issue with Firefox browser: <https://support.mozilla.org/de/questions/1115767>. Try uploading with Chrome, Edge, IE, ... or the solution proposed at the link above.*

## Sponsor Listing

Lastly, if your team was able to encourage sponsors to help fund the team's participation in the FDI Moot, please enter them as specified in your team profile.

1 ▾	<input type="text" value="Sponsor name"/>	<input type="text" value="URL of sponsor"/>	<input type="text" value="Logo URL"/>	<input type="button" value="Add"/>
-----	---	---	---------------------------------------	------------------------------------

In order to properly display the Logo of your sponsor you **have to** enter the proper image link in the Logo URL field, i.e., it **has to** end with .jpg, .png, .gif, .svg or .tif. Furthermore, you have to make sure the logo link is publicly accessible.

It does not suffice entering a link to a website, it has to be the actual link to the image file as otherwise the sponsor logo will not be displayed online.

Just like with the clarification requests, in order to edit a sponsor, you have to delete it and add the edited sponsor anew.

If you have more than five sponsors secured for your team, contact the FDI Moot Administration by email.

## Memorials

There are at least three rounds of evaluation. After the memorial deadline has passed, memorials will be sent to at least three judges who evaluate quality of analysis of the issues involved, persuasiveness of the arguments, logic and reasoning, writing, knowledge of the facts, use of authorities and extent of the research.

Each memorial will be part of a batch of three to five memorials and judges will rank them 1<sup>st</sup> (best), 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> [...] (worst) or draw.

*Example: Claimant memorials A, B and C; the judge deems B the best, C the second and A the worst memorials of the batch; 3/1/2; thus, A loses against B 0:1; A loses against C 0:1; and B wins against C 1:0...*

The ranks are used to determine victories together with a Sonneborn Berger<sup>1</sup> (SB) Score upon which the subsequent batches of memorials for evaluation are based (a “Swiss tournament”).

The final score is calculated by converting SB Scores into points where a *perfect* SB Score would equal 300 points and an SB Score of 0 equals 150 points.

*Example: The highest ranking team has 10 Wins and 2 Losses and the SB is 68. No team has a perfect SB score. A perfect SB score for 12:0 wins would be 80. Thus, the highest ranking team receives 277.80 points. ( $150 / 80 = 1.875$ ;  $68 \times 1.875 + 150 = 277.80$ .)*

The converted points are the basis for the teams additional points in the orals (25 per cent of written score added to the raw scores of team’s advocates to determine a preliminary round match winner).

The sum of claimant and respondent memorial points is the basis for the seeding into groups for the oral rounds.

## **Orals**

### **Seeding**

The FDI Moot Global Oral Rounds generally constitute eight groups into which teams are seeded. Regionals may vary in number of groups but the setup is the same.

The top teams are fixed as A seeds (1-8) in each group. The following teams are subsequently seeded into B (teams 9-16), C (17-24), D (25-32) etc. – (potentially as far as H) seeds. Teams that are not A seeds may be shifted horizontally between groups in order to ensure regional diversity. Vertical shifts may occur if a team cancels.

### **Matches**

Each team will have two preliminary hearings as claimant and two as respondent.

Time management and organization of arguments are the sole responsibility of each team/advocate, as the tribunal will only monitor the 40 minute per team, 25 minute per advocate and 5 minute sur/rebuttal maxima.

### **Group Phase**

In each group the *top two* (2) teams advance. The top two teams are determined by:

1. Number of wins; then

---

<sup>1</sup> The Sonneborn Berger Score adds the scores of every opponent the competitor beats (and half of the score of every opponent the competitor draws).



2. Sonneborn Berger (SB) score; then
3. Preliminary round oral points

## **Elimination Phase**

The elimination rounds consist of a Round of 16; Quarterfinals; Semifinals; 5<sup>th</sup> place matches; 3<sup>rd</sup> place match and the Final.

The tribunals shall determine each match by a majority decision of arbitrators (not points).

### **Role of Claimant**

In Round of 16, Semifinals and 5<sup>th</sup> place matches between teams paired in each match, the team whose Alias is first alphabetically.

### **Role of Respondent**

In the quarterfinals, 3<sup>rd</sup> place match and Final between teams paired in each match, the team whose Alias is first alphabetically.

### **Announcing the Winners**

In Round of 16, quarter- and semifinals, the tribunals shall announce match winners in the hearing room.

It is advisable for a member of each team (if team has more than two advocates) to wait outside their potential opponents hearing room so that they know who they will be up against (should their team advance) and to proceed to their next hearing.

In the 5<sup>th</sup>, 3<sup>rd</sup> place and Final matches, the arbitrators shall communicate the winners to the Secretariat only (so winners may be announced in the awards ceremony).

### **Advocates Scores**

Scores awarded by each arbitrator (*raw scores*) will be normalised/standardised in order to reduce the impact of any easy or hard graders (*adjusted scores*).

The normalisation/standardisation method used: [z-Score](#).

The Best Advocates, The *Thomas Wälde* Best Advocate and *Manuela Beltrán* Best Advocate of the Global Oral Rounds will be determined by the sum of each advocate's z-Scores (two decimal places) for his or her best two (2) preliminary rounds.

The Best Advocate of the Final Match will be determined by the arbitrator panel of the Final Match.